

## Admissions Policy

(Also see Fees & Charging, Parental Involvement and Nappy Changing Policies)

It is our intention to make our Pre-school genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will:

- Ensure that the existence of the Pre-school is widely known in all local communities (as per our Marketing Plan). We will put notices advertising the Pre-school in places where all sections of the community can see them, in more than one language if appropriate.
- Allow Parents or Carers to express an interest in Little Oaks for their child with us from birth. They can be added to our Expression of Interest mailing list.
- Keep a place vacant, if this is financially viable, in order to accommodate emergency admissions.
- Describe the Pre-school and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders and people from all cultural, ethnic, religious and social groups, with and without disabilities (as noted in our Parental Involvement Policy).
- As per the Providers Agreement we would not knowingly oversubscribe setting places at any point in the academic year. There are procedures in place to ensure this would not happen.

How we administer this policy is set out below:

### REGISTRATION PROCESS

- In order to support our policy of making Little Oaks accessible to as many members of the community as possible and to ensure we do not discriminate on the grounds of children's birth date we will not formally accept registrations of children until the September/October following their birth. Parents can register their child with us from the time the Cohort Registrations open.
- Any parent who expresses an interest in Little Oaks prior to this date will be encouraged to complete an Expression of Interest form which has the registration date noted, providing us with email and other key contact details. On receipt of this form we will send an acknowledgement email within 1 week. We will send follow up reminders in advance, of the date and time to formally register their child along with our registration procedure.
- For Cohort Registration opening a time and date will be set 1 year in advance and will be advertised on our website, via posters in the community, community social media groups, and local primary school newsletters. This list is not exclusive.
- Registration numbers will be allocated in the order in which registrations are received. Registrations will only be accepted if accompanied by the registration fee payment. Registration payment can be made by cash, bank transfer, card, or by agreeing to complete a Direct Debit mandate

- When agreeing to pay by Direct Debit you will receive a link, via email after submitting your registration form. You will then have **7 days** to complete the mandate in order to proceed with the registration. If the Direct Debit instruction is **not received** within this time frame, you will lose your place and alternative payment will be sought. The Direct Debit will be used to collect fees for future sessions going forwards unless otherwise instructed.
- Registration number **35** onwards does not guarantee your child a place in Pre-school. (See 'Playgroup Places'). All terms of our Fees and Charging Policy apply; please see our policies on the website at [www.littleoakspreschool.co.uk](http://www.littleoakspreschool.co.uk).

### **PLAYGROUP PLACES:**

Places in Playgroup will be allocated based on a child's registration number and the first 35 children to be registered will be guaranteed a place at Playgroup. As things can change from the Registration date (i.e. families can move away) we can take higher registration numbers. We will inform families who have a higher registration (i.e. above 35) that they are not guaranteed a place. Confirmation of this can only be given once the enrolment process has been completed.

Playgroup places are allocated in March when we will phone each person to ask what sessions they want in September. Parents and carers with the earliest registration number are given the first choice of session times, we ask for a minimum of 3 sessions to start but will offer up to 10 sessions depending on availability. Breakfast and after school club are also available.

Before we phone, an email will be sent outlining the following

- The procedure for the phone call.
- If we cannot get hold of you on the phone we will leave a message, call again later and send an email, if no response in a week you will lose your place.
- A start date (relating to the term you would like your child to start) will need to be provided. We have 4 intakes. September, After October Half Term, January and after Easter.

### **START DATES:**

When phoned, parents are required to give a start date for their child (the term they would like their children to start). Arrangements will be made and staffing put in place for children to start as indicated by parents at the Enrolment call. If the start date is deferred by more than half a term, fees will be charged according to the sessions booked. Parents have the option to give half a term's notice (6 week's) at the time of deferral and the child's place and any sessions allocated will be lost. The child can be placed on a waiting list for Pre-school. Please note, there is no option to defer beyond Easter.

If a child is planning to start with us once they are in receipt of government funding, once again, arrangements will be made and staffing put in place to support this. If the start date is then deferred by more than half a term, the place and sessions will be lost and the child moved to the bottom of the list/placed on the waiting list for a place.

Once a child has started with us and becomes entitled to Early Years funding the term after they turn 3, then additional sessions will be offered, where possible, to allow parents or carers the opportunity to take their full funding entitlement of 15 hours per week. (For example, children with a DOB from 1 Sep to 31 Mar can potentially receive their 5 funded sessions before Easter of that term. Children who do not turn 3 until the Summer term, can attend extra sessions (if available) but will need to pay for them until their Pre-school year when they will become fully funded). If demand exceeds the number of additional places available, places will be offered with reference to registration number. There is no obligation to take the additional hours.

### ADDITIONAL FUNDING

If a child is in receipt of 2-year-old funding, then an earlier start date will be offered in line with the start of their funding but only if we have a space available. This may result in a child attending Playgroup for more than one academic year. This process will be explained to the relevant parents and carers individually. There is no obligation to take the earlier start date and if the parents or carers wish, they can defer until later on in the academic year.

### 30-HOUR FUNDING

We do currently accept 30-hours funding for those families that are eligible BUT only if space is available. Children may split this additional funding between two settings, or a childminder, on top of the 15 hours which is funded the term after their 3<sup>rd</sup> Birthday. There are deadlines to apply for this funding in line with the council funding, to read more or apply please visit:

<https://www.gov.uk/30-hours-free-childcare>

### CHANGE IN CIRCUMSTANCES

Should family circumstances change, once your child has started with us at Little Oaks, (e.g. a change in working hours), we will do all that we can to accommodate these changes. This will be dealt with on an individual basis, in relation to session spaces available, the age/stage of development of the individual child and the eligibility of funding (i.e. 2 year/3 year or 30 hours). Any changes will be discussed between the parents/carers, Key Person and the Setting Managers but the final decision will always rest with the Setting Managers.

As we identify any children with SEND, it may become necessary to allocate sessions based on need and priority will be given to these children.

We are happy to admit children in nappies and we will work with parents to help the child become independent at using the toilet (see Nappy Changing policy).

For further information, please see our Fees & Charging Policy and visit the following website for funding information and eligibility criteria:

<https://www.westnorthants.gov.uk/get-help-paying-childcare>

**PRE-SCHOOL PLACES:**

(for the full school year, September to July, during which a child will have his or her 4<sup>th</sup> birthday)

If your child has a place in playgroup they will automatically move up to preschool , with the same hours your child has been doing in playgroup with the addition of summer born children who will be asked which extra hours they want for September around April time.

A judgement will be made each year, once places have been allocated for Pre-school, (as per the criteria set out above) and if any additional spaces become available they will be offered as "paid for"/ funded sessions, the cost of which will be set out in the 'Fees & Charging Policy'.

**FEES:**

See our Fees and Charging policy.

Signed on behalf of the committee.....

Role of signatory.....

This policy was adopted at a committee meeting held on.....

Reviewed and changes to be in line with new procedures March 23.

Reviewed and changed in line with new fees and procedures November 2023

Reviewed by Committee Jan 2024